

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General

DEPUTY ATTORNEY GENERAL
Commercial Division

Salary range: LX-2--\$109,269-\$148,526

Vacancy Announcement #15-024

The Office of the Attorney General (“OAG”) for the District of Columbia is seeking candidates for the position of Deputy Attorney General for the Commercial Division. The Deputy Attorney General for the Commercial Division oversees the management and operations of a Division comprised of approximately 35 attorneys and support staff who report to supervisors who manage the day-to-day operations of their respective units, and in turn report to the Deputy Attorney General.

The Commercial Division’s units work together to support the economic development and governmental operations needs of the District of Columbia. Often working together collaboratively on different aspects of any given legal project, the Division’s attorneys are involved in such diverse areas of law as:

- Land Use and Public Works – analyzing zoning issues in support of the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment through formal and informal advice, drafting of zoning regulations, and preparation of orders for the Zoning Commission.
- Real Estate Transactions - providing legal support for complex economic development and other real estate matters principally by drafting or reviewing a variety of land acquisition and disposition documents in support of various District government projects.
- Land Acquisition & Bankruptcy - acquiring property needed by District agencies for various public purposes such as roads, alley ways, and sports stadiums, and for the Department of Housing and Community Development’s Property Acquisition & Disposition Division which seeks to acquire vacant and abandoned property through foreclosure, eminent domain or other means for subsequent resale and return to the tax rolls. Litigating matters in bankruptcy court on behalf of various District agencies seeking to collect monies due to them from debtors in bankruptcy.
- Tax and Finance - representing the Office of Tax and Revenue in all tax litigation, serving as issuer’s counsel on all bond issuances, and providing legal advice on other municipal finance transactions.
- Procurement - providing procurement and contracting advice to all agencies with contracting authority, undertaking legal review of contracts over one million dollars, and representing District agencies in protests before the Contract Appeals Board.

The responsibilities of the Deputy include: (1) directly supervising the Division's managers; (2) assisting the Division's managers as needed in the day-to-day operations of their respective units including, when required, supervising attorneys in their absence; (3) establishing policies and procedures for the Division, as well as advising the Attorney General and other senior government officials regarding the legal issues and matters arising in the Division; (4) meeting with and advising high-level government officials, including Cabinet members, regarding the work of the Division; (5) coordinating with the various District agencies served by the Division, including ensuring good working relations and appropriate prioritization of work; (6) preparing reports, including statistical information, about the Division, (7) serving as part of the Attorney General's senior management team and participating in OAG committees; (8) preparing and reviewing performance evaluations; (9) negotiating and drafting memoranda of understanding with other District agencies; (10) responding to press inquiries in coordination with the Communications Director; and (11) dealing with personnel-related issues.

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your initial hire as an attorney with the bar.

If a candidate is selected and is not a member of the District of Columbia Bar, he/she must apply for membership and show proof of such prior to the commencement of employment. The successful candidate must also have supervisory experience, strong interpersonal skills, and effective oral and written communication skills. In addition, the candidate must possess strong managerial and organization skills, substantive knowledge of some or all of the practice areas in the Division, including transactional and litigation experience. The ideal candidate should also have a working knowledge of the operations of the District Government and the ability to manage in a fast-paced environment.

The position is an at-will appointment by the Attorney General of the District of Columbia. The position is in the Senior Executive Attorney Service (SEAS), with compensation set by the Attorney General on the LX-2 pay scale using a multitude of factors, including prior managerial experience. The selected candidate is required to be a resident of the District of Columbia within 180 days of appointment and remain a District resident during the tenure of the appointment. This position is outside the Collective Bargaining Unit. Candidates for the position will also be subject to a background check.

All applicants should submit a completed cover letter, which specifically addresses the applicant's experience in those areas listed in the qualification criteria, cover letter, resume, writing sample, law school transcript if out of law school less than 5 years, and a list of three references. Applications should be submitted to oag.recruitmentattorney@dc.gov or mail to Kim McDaniel, Director of EEO, Recruitment and Hiring, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, D.C. 20001. **Closing Date: July 7, 2015.**

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.*, the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.